



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, CRIMINAL INFORMATION SERVICES	43	A	11.132

Under general direction, the Manager, Criminal Information Services is assigned to plan, organize, coordinate and direct the Records and Identification Services Bureau which includes the Centralized Criminal History Records Repository and a variety of specialized programs and services related to criminal records which have been mandated by State and federal law. The incumbent provides administrative oversight to various records management functions provided through the Nevada Criminal Justice Information System and serves as the department's representative in coordinating access to criminal justice and other public safety records information by local, State and federal law enforcement agencies as well as employers, licensing boards and other civil entities.

Provide operational and administrative direction for the Nevada Criminal Justice Information System through development and implementation of policy and procedures, authorization of equipment and hookups, administering mandated training and certification of users, effecting compliance audits of users to ensure federal and State regulations governing the system are enforced and to maintain system security and integrity.

Manage the Centralized Criminal History Records Repository and related systems which contain documents including photographs and fingerprint records; develop policies, procedures, and quality control standards regarding the classification, documentation, indexing, and dissemination of data; establish and maintain manual and automated filing systems; monitor the input, retrieval and distribution of data; ensure contributing agency records are timely, complete and accurate and that proper policy, procedure and security measures are maintained; direct periodic audits and review results to ensure data integrity, quality, timeliness and compliance with established laws and regulations.

Participate in joint applications development for assigned programs; confer with data processing personnel and other vendors regarding new or expanded records/reporting requirements resulting from legislative action; develop requests and communicate computer system needs to programming and/or network analysts; evaluate bids submitted and determine successful bidder according to established State purchasing regulations and department policy.

Coordinate efforts with data processing personnel to upgrade or enhance programs and systems; develop initial requests and coordinate the design and implementation of new reporting formats, record layouts and system interfaces; maintain current knowledge of technological advances in data transmission, imaging and records management.

Plan, develop and implement data collection and records maintenance methods in response to legislative actions, user demands and changes implemented by ancillary criminal justice information systems accessed by the State; determine appropriate criminal records systems and record systems linkages required for a variety of special programs related to firearms sale, concealed weapons, parolees, sex offenders registry, domestic violence protective orders, missing person records and other programs administered by the bureau; coordinate data collection and information sharing with other criminal justice agencies as appropriate.

Serve as the State's Control Terminal Officer to the National Crime Information Center, National Law Enforcement Telecommunications Network, and represent the State to the Western Identification Network and other criminal justice agencies at the federal, State and local levels regarding system design and integration, implementation and enhancement, user access, training, audit, security and development of enhanced operating policies and procedures; serve as the gubernatorial appointee to SEARCH, a national consortium for criminal justice information and statistics.

Analyze new and proposed legislation related to the collection, maintenance, accessibility and retention of criminal justice and public safety records information; draft and submit legislative proposals, amendments and regulations to implement newly enacted statutes; testify before legislative committees and report on legislation in other states.

Plan, develop, prepare and administer the bureau's budget and revenue sources; develop and implement fee structures and determine appropriate charges and/or cost-sharing for criminal records information and services; develop billing and accounting processes; review and approve expenditures for staffing, program operations, system enhancements and projected legislation; provide justification through research, documentation, or the identification of funding sources; present and defend the budget before the legislature.

Direct the State's Uniform Crime Reporting Program and oversee the development and publication of comprehensive statistical reports; identify patterns, trends and projections related to criminal activity in the State; prepare reports and recommendations as requested by the legislature, policy-makers in State agencies such as the Department of Corrections and Division of Parole and Probation, and other criminal justice agencies.

May testify in court and administrative hearings as an expert witness with regard to program activities.

Train, supervise and evaluate the performance of subordinate supervisors and support staff as assigned; establish goals and objectives; develop, implement and revise policy and procedures; plan and develop work programs and work performance standards; assign and review completed work assignments.

Serve as Nevada's single source channeling agency to the FBI for all matters relating to criminal justice records information and statistics; serve as the State's national point of contact for research and information regarding missing persons, sex offenders, criminal history information and firearms transactions.

Meet and consult with officials at all levels of the criminal justice community, federal, State and local government and private industry to exchange information, develop programs and procedures, resolve problems, promote use of the system, and provide research and technical support.

Research and solicit external funding for bureau activities as appropriate; write grant proposals and develop budgets; administer grants to ensure compliance with established requirements and measure results.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, public administration, computer science or related field and five years of increasingly responsible professional experience which included two years of managerial experience in a law enforcement, criminal justice, or legal administration environment which required the development of policy and procedure, interpretation and implementation of State and federal rules and regulations, and program development and implementation to manage a statewide automated criminal justice information system; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: criminal justice processes involving the legal rights of citizens, arrest, court procedures, detention classification records management, and parole and probation sufficient to effectively communicate with federal, State and local criminal justice agencies; automated records systems as applied to indexing and cross-indexing reference data for retrieval; basic accounting and budgeting practices; procedures,

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

practices and regulations of State and federal criminal justice telecommunications systems; automated and manual indexing systems as applied to referencing and consolidating arrest and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons and responding to inquiries from numerous authorized users throughout the State; federal and State regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes. **Ability to:** supervise, train and evaluate the performance of subordinate supervisors and staff assigned to the Records and Identification Services Bureau; interpret and communicate federal and State laws and regulations, court decisions, and statutory proposals as applied to maintaining the bureau's operational integrity and compliance; facilitate the exchange of criminal justice records and information at the national, State and local levels; coordinate the design, implementation and modification of automated reporting formats, files and program concepts with data processing staff; communicate effectively both orally and in writing sufficient to develop, revise, prepare and present proposed legislation, regulations, policies and procedures; establish and maintain cooperative working relationships with federal, State and local law enforcement agencies, users, and local and State governmental entities; define complex problems, select the best course of action, assess costs and make recommendations concerning an appropriate resolution; make oral presentations including both planned and extemporaneous individual and group presentations throughout the State and within the department; classify, search, compare and identify fingerprints utilizing complex techniques and fingerprint classification formulas; research, plan, forecast and project crime trends to determine system use, storage capacity and availability to meet current and future requirements and demands.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: departmental rules, regulations, policies, State Administrative Code and State Personnel Administrative Manual; Criminal Records History Repository's Automated Indexing System as applied to referencing criminal history records against fingerprint cards and responding to inquiries from various law enforcement agencies; fiscal management including budget preparation and the legislative process; State regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes; system protocols, telecommunications circuitry and data line configurations to assist new and existing users to develop system hook-ups, upgrades and enhancements to receive on-line information from the Nevada Criminal Justice Information System and related networks; design, implementation and utilization of a nationally recognized Automated Fingerprint Identification Systems to network and interface with existing manual and automated fingerprint identification systems for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing and crime scene latent fingerprint case development and identification; departmental goals and objectives relating to the administration of the Nevada Criminal Justice Information System and Criminal History Records Repository to monitor, track and testify on proposed legislative matters concerning criminal justice information and networks. **Ability to:** review detailed lesson plans, establish goals and instructional objectives to instruct user agencies in all aspects involving manual and automated criminal justice records management.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.132</u>
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